



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

BUILDING MAINTENANCE SUPERVISOR

Class No. 005885

■ CLASSIFICATION PURPOSE

To plan, coordinate and supervise the maintenance program for a complex county facility or for several less complex buildings; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Building Maintenance Supervisor is a skilled building operations and maintenance service class responsible for the operations and maintenance programs of a complex facility/building or several buildings and/or facilities. Building Maintenance Supervisors are first-line supervisors responsible for ensuring that facilities are properly operated and maintained. This class is distinguished from the next higher class, Facilities Support Manager, in that the latter is responsible for coordinating and managing the operation and maintenance operations of a region containing several large and complex county-owned and/or operated facilities. Building Maintenance Supervisor differs from the next lower class, Building Maintenance Engineer, in that the latter is the journey-level class of the building maintenance series.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, coordinates and supervises the installation, preventive maintenance and repair of all facility systems including: heating, ventilating, air conditioning, electrical, plumbing, pneumatic, electronic and pressure-activated, high and low pressure boilers, furnaces, water heaters, pumps, generators, compressors, steam lines, water lines, and gas lines.
2. Operates and tests fire alarm systems.
3. Prepares justification and specifications for major maintenance projects.
4. Prepares purchase orders and requisitions parts, supplies, and equipment.
5. Prepares job status and completion reports.
6. Maintains records and maintenance logs.
7. Responds to emergencies or critical incidents involving facility equipment, systems or structure to protect the health and safety of facility users.
8. Enforces safety regulations and ensures that facilities are operated in conformance with all applicable codes, ordinances and laws.
9. Draws and interprets blueprints.
10. Trains, evaluates, and/or supervises personnel.
11. Conducts routine inspection tours.
12. Confers with division head and management level facility tenants.
13. Coordinates maintenance with utility companies and other county personnel.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Methods and procedures required for the maintenance and repair of a variety of facility operating systems, fixtures, and equipment.
- Parts and materials needed to operate, maintain and repair facility equipment, systems and structures.
- Testing instruments, equipment, power and hand tools, and diagnostic instrumentations.
- Safety regulations, ordinances, and laws related to facility operation and maintenance.
- Electrical, plumbing and building codes.
- Operation and principles of automated building control systems.
- Principles and practices of supervision and training.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Diagnose and repair a variety of facilities systems and equipment.
- Specify and allocate materials and manpower for efficient facilities operation and maintenance.
- Estimate, order, maintain, and account for supplies, equipment, and materials.
- Draw and interpret plans and blueprints.
- Supervise, direct, and train subordinates.
- Enter and retrieve information using a computer.
- Use a computerized maintenance management system (CMMS).
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Three (3) years of experience as a Building Maintenance Engineer with the County of San Diego, which must have included one (1) year as a lead worker or the completion of a supervisory training course; AND, two (2) different certificates in any two (2) of the following areas: electricity, HVAC or plumbing. Each certificate must be equivalent to the completion of a semester course at a college, vocational school, Regional Occupational Program or equivalent program; OR,
2. Four (4) years of experience operating, maintaining, and repairing a variety of building or facility operating systems (e.g., electrical, mechanical, plumbing, air conditioning, heating and ventilation systems) equivalent to the level of a Building Maintenance Engineer with the County of San Diego, which must have included one (1) year as a lead worker or the completion of a supervisory training course; AND, three (3) certificates with one (1) in each of the following areas: electricity, HVAC and plumbing. Each certificate must be equivalent to the completion of a semester course at a college, vocational school, Regional Occupational Program or equivalent program.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

While performing the duties of this job, incumbent is frequently required to walk, sit, climb, balance, stoop, kneel, crouch, or crawl. Incumbent is frequently required to use to finger, handle, feel, or operate objects, tools, or controls; and is frequently required to reach with hands and arms.

Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Certificates in the following areas: electricity, HVAC or plumbing. Certificate must be equivalent to the completion of a semester course at a college, vocational school, Regional Occupational Program or equivalent program.

Working Conditions

Work is performed in both office and outdoor environments. Exposure to weather, dust, fumes, electrical currents and machine noises. May be exposed to hazards of building maintenance (i.e., lead, asbestos, etc.) Wearing of protective breathing apparatus is required.

Subject to weekend work, standby and emergency call back. Some facilities operate 24 hours per day, 7 days a week and require rotating shifts.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: June 25, 1982**  
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